Cost Savings & Efficiency Work Group

Upcoming Workshop, January 14 & 15, 2003

Proposed Agenda

Tues, Jan 14
4:00 - 6:00

Part I: The Framework, Beginning Analyses

1. Lincoln's Infrastructure Timeline
- Our shared history, highlights, insights

2. Process Review, Group Guidelines
- A "preamble" statement?
- Decision-making guidelines, group norms

3. Further Relevant Information
- Mini-presentations, as requested, needed

4. Addressing the "Big Picture" Policies
- Clarification and Analyses
- Opinions, recommendations, priorities

5. Preparations for tomorrow, Closing thoughts

Wed, Jan 15
4:00 - 8:30

Part II: Analyses, Decisions, Sustainable Agreements

1. Review and Preview

2. Systems and Processes
- Further information, as needed, and analyses
- Opinions, recommendations, priorities

3. Infrastructure Elements
- What do we move forward, what do we drop?
- Information, analyses, recommendations

4. Evaluating results
- Where do we have full consensus? Strong majority? Widely varying views?

5. Closing thoughts, Adjourn

Proposed Group Guidelines

▶ **Assumptions:**

1. Suspended judgment

2. Four steps for reaching agreement:
   a.   Gather, clarify information
   b.   Analyze
   c.   Propose options, approaches
   d.   Decide on recommendations

3. Everyone has something to give, something to learn

▶ **Possible Group Groundrules:**

1. Individual commitment, shared responsibility

2. Define the decision-making process ahead of time
   a.   Absent/Abide?
   b.   Full consensus, super majority, simple majority?
   c.   Inclusive solutions: Strive for consensus, but avoid conflict-reducing techniques early on

3. Evaluate & critique ideas, not people

4. Confidentiality of who says what; non-attributed comments

5. Full and complete information
   •   During *and* between meetings

6. Collaborative and candid discussions

7. Everyone participates: all viewpoints needed, welcome

8. The operating groundrules: shared assignments, on time, cell phones, etc.